



**Rural Economic  
Value-Added  
Mentoring Program**

## REVAMP Planning And Technical Assistance Application and Memorandum Of Understanding

Client Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

● **What is the desired business structure?**

(Corporation, cooperative, etc.)

● **Has the business structure been legally established?**

Yes \_\_\_\_\_ No \_\_\_\_\_

The Iowa Department of Agriculture and Land Stewardship's Office of Renewable Fuels and Co-Products offers a unique program. REVAMP (Rural Economic Value-Added Mentoring Program) is unique because it offers business planning assistance to people interested in rural revitalization through the development or expansion of value-added agricultural production and processing in Iowa.

- Business planning and technical assistance will be tailored to each project in order to provide the best possible service to the client. A close working relationship will be maintained at all times between the client and the Office of Renewable Fuels and Co-Products in developing an objective, realistic and workable business plan. This plan will be valuable in seeking financing and evaluating the performance of the facility's operation.
- Success of the planning process will be dependent upon the active participation of the client in:
  - Identifying business goals and objectives;
  - Providing historical and current business information;
  - Actively engaging in the decision-making process.

- Success is also highly dependent on the marketing and management expertise available for the operation. Therefore, any business plan developed should include the costs of providing professional marketing and management expertise.
- The client must provide relevant information throughout the business planning process in order to receive the most accurate analysis and evaluation of various options. This, in many cases, involves private financial information which is confidential. Strict client confidentiality regarding financial information is maintained by the Office of Renewable Fuels and Co-Products and its consultants.

The applicant's signature on this application:

- 1) Acknowledges an understanding of the above information.
- 2) Authorizes the communication and release of information between the Office of Renewable Fuels and Co-Products and contracted consultants.
- 3) Serves as the applicant's formal request for assistance.

- **Please provide information requested on the back.**

## REVAMP Planning And Technical Assistance Application

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- Describe the project.

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- List names, addresses and phone numbers of other individuals involved in the project and their roles.

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- Please forward a copy of the business plan you have developed to date to:



**Iowa Department of Agriculture  
and Land Stewardship**

Patty Judge  
Secretary of Agriculture

**Office of Renewable Fuels  
and Co-Products**

Henry A. Wallace Building  
Des Moines, Iowa 50319  
Tel: (515) 281-6936  
Fax: (515) 281-6236



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Applicant's Signature

Date

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Iowa Department of Agriculture  
and Land Stewardship

Date